CM ECF U.S. Bankruptcy Court Western District of Oklahoma

ECF*iler Update*

**Reduced Paper Module;
Chapter 13 Guidelines Mortgage Change;
File Stamping; Scanner Settings;
Schedules for Chapter 7 Business Cases;
Pro Hac Vice Process; Corrective Entry Reminders**

Reduced Paper Module

The Court will implement the Reduced Paper Module (RPM) function of CM/ECF effective **Monday, June 16, 2008**. RPM is a function of CM/ECF that will **reduce** the amount of paper mailed to attorneys in bankruptcy and adversary proceedings. After implementation of RPM, attorneys will receive from the Court mailings of only eight (8) bankruptcy events. **All other notification by the Court will be electronic.**

The following documents will continue to be sent to attorneys in paper format: 341 Meeting Notices; Discharges; Notices to File Claims; Notices of Dismissal; Orders Vacating Discharge; Orders Denying Discharge; Orders Revoking Discharge; and Notices of Deconsolidation.

Notices will continue to be mailed to unrepresented parties in paper format.

The Administrative Office of the United States Courts has urged all Bankruptcy Courts to implement RPM.

Changes to Chapter 13 Guidelines
Changes were recently made to the Chapter 13 Guidelines regarding mortgage payments that extend past the length of the plan. A copy of the amendment is attached.

Scanner Settings

To create a PDF image that is compatible with CM/ECF, please ensure that the scanner is set to 200 x 200 DPI and that the scanner is set to a black and white image. The document size must not be set greater than 8½ x 11 inches.

Schedules Required for Chapter 7 Business Cases

Schedules C, I, and J are required for all cases, including cases that are filed by businesses. Please check the appropriate box on the current forms indicating that the schedules are filed on behalf of a business and/or note "Not Applicable" on the forms.

File Stamping

Due to software conflicts between certain bankruptcy software programs and the Court's file stamping software, the file stamp image does not appear on all documents filed with the Court. The problem will be corrected with the next version of CM/ECF. Version 3.2 is scheduled for implementation on or about September 1, 2008.

Pro Hac Vice

Motions or Applications requesting that an attorney be permitted to appear Pro Hac Vice may be filed by a CM/ECF certified attorney electronically on behalf of the requesting attorney. Please remember that a fee of Fifty Dollars ($50.00) must be paid to the **District Court Clerk** before an order approving the motion or application is docketed. Either the check for the filing fee or the receipt for payment of the filing fee must be presented to the Bankruptcy Court Clerk. If you have questions or need assistance, please contact the Clerk's Office.

Attorney Manual

An online filing manual for attorneys should be available by September. Staff of the Court Clerk's Office has been working diligently on this project.

☖— Corrective Entry Reminders

1. Remember to check with your software company for updates to bankruptcy filing software.
2. Remember to enter all data in accordance with the Style Guide for Electronic Filing. Do not enter data in all capital letters.
3. Remember to include the debtor's original signature on the Statement of Social Security Number (B 21 form).
4. When filing an amended matrix, please list only the creditors who were not listed or were listed incorrectly on the original matrix. Remember to upload the amended creditors as a text file!
5. Ensure that Certificates of Completion of Credit Counseling and Personal Financial Management reference the U.S. Bankruptcy Court for the Western District of Oklahoma rather than another bankruptcy court.
6. Review all documents for signatures. The signatures of attorneys who are certified CM/ECF electronic filers may be electronic signatures. Original signatures of the debtor(s) must appear on the Statement of Social Security Number (B 21) Form.
7. Ensure that all forms used are current forms.
8. If a filing is an amended document, please ensure that the document is titled "amended" and that the word "amended" is selected from the prefix box.